

DUTY STATEMENT

Classification: Energy Resources Specialist III (Supervisory)	Position No. 8300-4813-002
CBID: S10	Office: Demand Analysis Office
Date Prepared: December 12, 2018	Division: Energy Assessments Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION: Under the direction of the Energy Resources Specialist III Managerial (Manager) for the Demand Analysis Office (DAO), the incumbent serves as the supervisor for the Transportation Energy Forecasting Unit (TEFU). The incumbent supervises and directs multi-disciplinary technical staff focused on complex transportation energy demand issues including electric vehicle (EV) adoption rates, California's Zero-Emission Vehicle Program, and vehicle to grid market advancements that utilize plug-in electric vehicles to provide grid support as a distributed energy resource. The incumbent's staff will be performing economic analysis, modeling, and studies of the transportation sector to forecast transportation energy demand. This work includes performing policy analysis and assessments of consumer preferences and habits, including travel and electric vehicle charging patterns. The TEFU also forecasts transportation fuel prices, travel activity, vehicle choice, energy use, and electricity system impacts. For this work staff develop, maintain, and update computer software models for forecasting-related activities.

WORKING CONDITIONS: The work is typically performed in an indoor office and meeting room setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission, including members of the general public. Travel is required to attend workshops, hearings, and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and internet browsers; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES: The incumbent will communicate effectively with the DAO Manager, subordinates, Executive Office, Commissioners (as appropriate), and others to accomplish the following:

- 40% Plan, organize, supervise, train, and direct the work of professional staff on a wide range of technical analysis related to transportation energy use and its impact on the electricity system. This includes analysis of transportation policy and infrastructure investment plans; assessment of consumer preferences and habits, including travel and electric vehicle charging patterns; forecasts of transportation fuel prices, energy use, and electricity system impacts; and development and maintenance of software models for forecasting related efforts. (E)

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- 20% Communicate with staff through regular unit meetings as well as meetings with individual staff; perform direct personnel management activities including training, career development mentoring, providing individual and team motivation, monitoring individual performance, providing feedback and mentoring to assist staff to meet performance standards, and preparing periodic performance evaluations. Prepare Request for Personnel Action (RPAs) related documents for personnel recruitments, promotions, and perform other administrative personnel related duties as needed. (E)
- 15% Manage the preparation of budgets and work plans, monitor work progress and implement mechanisms to meet work plan objectives and maintain quality control of products; monitor and facilitate staff work in the solicitation, acquisition, and contract/project management process, and meet with the DAO Manager as often as necessary to review the status of the unit and resolve issues in achieving program goals and milestones. (E)
- 15% Review and edit technical documents, staff presentations, web content, staff reports, and commission reports for accuracy, spelling, punctuation, grammar, and compliance with the Energy Commission style guide. Rewrite content as necessary to make it easier for a lay audience to understand. (E)
- 5% Present oral testimony and make presentations before the California Energy Commission, other government agencies, industry organizations, and other public forums, and represent the California Energy Commission at public hearings, meetings and conferences with stakeholders, policy makers, and the general public. (M)
- 5% Other duties as required consistent with the specification of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Employee Date </div> <div>Energy Resources Specialist III (Supervisory)</div> <div>Supervisor, Transportation Energy Forecasting Unit</div>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Matthew Coldwell Date </div> <div>Energy Resources Specialist III (Managerial)</div> <div>Manager, Demand Analysis Office</div>

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